

## REQUEST FOR APPROVAL OF SUBCONTRACT

Project \_\_\_\_\_  
Route \_\_\_\_\_  
County/City \_\_\_\_\_  
TO: \_\_\_\_\_  
(County/City Representative)

We request County/City approval to sublet the items of work listed on the back of this form to:

Subcontractor: \_\_\_\_\_ The Subcontractor is classified:  
Address: \_\_\_\_\_ ☐ Non-DBE  
Telephone: \_\_\_\_\_ ☐ DBE

This request complies with requirements of the Standard Specifications, Supplemental Specifications, and Special Provisions, including but not limited to:

Required Contract Provisions (Form FHWA-1273)  
US. Dept. of Labor Wage rates  
State Wage Rate Requirements  
Non discrimination in Employment  
Equal Employment Opportunity  
Nonsegregated Facilities  
Small Business Act

Respectfully submitted,

\_\_\_\_\_  
(Contractor)

By \_\_\_\_\_  
Date \_\_\_\_\_

Have you attached the necessary EEO forms (If Required)?

\_\_\_\_\_  
This portion to be completed by County/City

### PREVIOUSLY APPROVED SUBCONTRACTORS

### TYPE OF WORK

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

### COUNTY/CITY APPROVAL

\_\_\_\_\_  
Approval - County/City Representative Date

Distribution after approval:  
Contractor, County/City Rep.

Subcontractor Number: \_\_\_\_\_

Item No.	Description	Quantity	Unit Price	Amount Sublet	Amount DBE-Allowance
<b>Totals</b>				a.	
This portion to be completed by County/City					
Original Contract Amount = X=\$ _____				<u>Previous Total</u>	
Contract DBE Goal = Y= _____%				<u>Total to Date</u>	c.
				b.	
				Maximum DBE Allowance = d = X * Y =	d.
Percent Sublet this Request = a/(X - c) * 100 = _____%				Total sublet to Date = b/(X - c) * 100 = _____%	

**FIG. XI - 4 - 2**

## CONTRACTOR'S INSTRUCTIONS FOR FILLING OUT REQUEST TO SUBCONTRACT WORK

### FRONT OF FORM

Fill in Project Number, Route, County/City, County/City Representative's Name, Subcontractor's Name, Address and Telephone, Subcontractor Classification, Contractor Signature Block and Date.

Do not write below the double line.

### BACK OF FORM

List items in the same order as they appear in the contract.

Quantities on the request may be different than in the contract. Partial quantities are acceptable with an explanation. (Put an \* by Quantity and an \* with explanation listed below item descriptions.)

The Unit Price on a request can never be more than the unit price stated in the contract (No Exceptions).

The Unit Price on a request may be less than the unit price stated in the contract. (Put an \* by unit price and an \* with explanation listed below item descriptions.)

Use the following table to determine in what column to place the subcontracted amounts:

	Sublet Amount -----	DBE Allowance -----
<u>Without DBE Requirements in Project:</u>		
Non-DBE sub doing work:	Yes	No
DBE sub doing work:	Yes	No
<u>With DBE Requirements in Project:</u>		
Non-DBE sub doing work:	Yes	No
DBE sub doing work:	No	Yes*

\*May not exceed the maximum DBE allowance in the contract. It then becomes a non-specialty item and is listed in the appropriate amount column.

Fill in the column Totals, then STOP. Do not write below the double line.

For subcontractors in excess of \$10,000.00, submit the proposed subcontractors completed Certification Regarding Equal Opportunity and Affirmative Action in Subcontracting with this request.

Does the proposed subcontractor have the proper insurance submitted? If not, the request cannot be approved.